

Systems Roles Matrix

IAS USER ROLES AND RESPONSIBILITIES



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IAS User Roles

The following tables present IAS user types, the IAS roles associated with that user type, any additional roles the user type could have, and the equivalent security role required for the FFIS interface. Each role is mapped to transactions in the acquisition and financial terms.

Table 1: Guide to FFIS Codes for IAS-originated Transactions

Table 2: Agency Roles and Responsibilities for IAS

Table 3: Incompatible Agency Roles / Separation of Duties Requirements for IAS

Table 1: Guide to FFIS Codes for IAS-originated Transactions

FFIS TRANSACTION CODE	CORRESPONDING TRANSACTION
IQ	Requisition
IO	Obligation
IC	Receipt
IM	Payment
IN	Ratified Obligation

Table 2: Agency Roles and Responsibilities for IAS

IAS USER TYPE	IAS DEFINITION	FFIS INTERFACE ROLE FOR THIS USER TYPE	OTHER IAS ROLE?
Requisitioner (non-approving) <i>IAS Component: iProc</i>	<ul style="list-style-type: none"> • Create and submit requisition in IAS only for management and funds approval • Modify unapproved requisition 	<ul style="list-style-type: none"> • None (No FFIS Access) 	<ul style="list-style-type: none"> • Receiver <p>(NOTE: All Requisitioners MUST be Receivers)</p>
Requisition Approver <i>IAS Component: iProc</i>	<ul style="list-style-type: none"> • Review and approve requisitions for program office or other controls such as IT, Property, etc. 	<ul style="list-style-type: none"> • None (No FFIS Access) 	
Budget Approver (e.g. budget officer, funds holder) <i>IAS Component: iProc</i>	<ul style="list-style-type: none"> • Review and approve requisitions for funding • Modify approved requisitions • Cancel approved requisitions 	<ul style="list-style-type: none"> • Create, modify, and cancel requisitions (IQs) • Create, modify, and cancel receipts (ICs) 	<ul style="list-style-type: none"> • Commitment Error Manager
Commitment Error Manager <i>IAS Component: Core Apps</i>	<ul style="list-style-type: none"> • Review and retry or manually reject failed requisitions through the interface 	<ul style="list-style-type: none"> • Requisition (IQ) Override • Requisition (IQ) Retry • Receipt (IC) Retry 	<ul style="list-style-type: none"> • Budget Approver

IAS USER TYPE	IAS DEFINITION	FFIS INTERFACE ROLE FOR THIS USER TYPE	OTHER IAS ROLE?
Supervisory Contracting Officer <i>IAS Component: Prism</i> <i>IAS Component: Core Apps for PVND request; not all users will have this access</i>	<ul style="list-style-type: none"> • Same definition as Purchasing Specialist / Contracting Officer, plus • Assign requisitions to Acquisition staff 	<ul style="list-style-type: none"> • Same as Purchasing Specialist / Contracting Officer 	<ul style="list-style-type: none"> • Obligation Error Manager
Purchasing Specialist / Contracting Officer <i>IAS Component: Prism</i> <i>IAS Component: CoreApps for PVND request; not all users will have this</i>	<ul style="list-style-type: none"> • Create acquisition documentation including obligating documents (self-approving) • Manage acquisitions through their lifecycle • Request vendor (if granted system access to do same) 	<ul style="list-style-type: none"> • Create, modify, and cancel obligation (IO) • Create, modify, and cancel ratified obligation (IN) • PVND Request 	<ul style="list-style-type: none"> • Obligation Error Manager
Obligation Error Manager <i>IAS Component: Prism</i> <i>IAS Component: CoreApps</i>	<ul style="list-style-type: none"> • Override, Retry or manually reject transactions which were returned from FFIS with an Error • Request vendor 	<ul style="list-style-type: none"> • Create, modify, and cancel obligation (IO), ratified obligation (IN) and PVND • Obligation (IO) Override • Ratified Obligation (IN) Override • Obligation (IO) Reject • Ratified Obligation (IN) Reject 	<ul style="list-style-type: none"> • Purchasing Specialist / Contracting Officer / Supervisory Contracting Officer

IAS USER TYPE	IAS DEFINITION	FFIS INTERFACE ROLE FOR THIS USER TYPE	OTHER IAS ROLE?
PVND Requestor <i>IAS Component: Core Apps for PVND request; not all users will have this access</i>	<ul style="list-style-type: none"> Request vendor 	<ul style="list-style-type: none"> PVND Request 	<ul style="list-style-type: none"> Purchasing Specialist / Contracting Officer / Supervisory Contracting Officer Obligation Error Manager
Receiver <i>IAS Component: iProc</i>	<ul style="list-style-type: none"> Create and submit receipts 	<ul style="list-style-type: none"> Create receipt (IC) 	<ul style="list-style-type: none"> Requisitioner

Table 3: Incompatible Agency Roles / Separation of Duties Requirements for IAS

A USER WITH THIS IAS ROLE...	...CANNOT HAVE THIS IAS ROLE
Requisitioner	<ul style="list-style-type: none"> Any role other than Receiver
Budget Approver	<ul style="list-style-type: none"> Requisitioner Acquisition Management staff / Create Obligation (IO)
Commitment Error Manager	<ul style="list-style-type: none"> Obligation Error Manager / Override or reject obligation (IO) error
Purchasing Specialist / Contracting Officer / Supervisory Contracting Officer	<ul style="list-style-type: none"> Requisitioner Budget Approver/ Create requisition (IQ) Receiver /Create receipt (IC)
Obligation Error Manager	<ul style="list-style-type: none"> Budget Approver / Create requisition (IQ) Receiver / Create receipt (IC)
PVND Requestor	<ul style="list-style-type: none"> N/A
Receiver	<ul style="list-style-type: none"> Requisition Approver Budget Approver /Create requisition (IQ) Purchasing Specialist/Contracting Officer/Supervisory Contracting Office / Create obligation (IO)